	PREPARING THE NSNFP QUALITY ASSURANCE PROGRAM PLAN AND QARD REQUIREMENTS MATRIX	Doc. No.: PMP 2.07 Revision: 0 Eff. Date: 01/15/2002 Page: 1 of 6 DAR No.: NSNF-364
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Approval:	<u>Original Signed by Mark Arenaz</u>	Date:	<u>12/18/01</u>
	Manager, National Spent Nuclear Fuel Program		
Approval:	<u>Original Signed by Robert Blyth</u>	Date:	<u>12/18/01</u>
	NSNFP Quality Assurance Program Manager		

I. PURPOSE AND SCOPE

This procedure establishes the format, content, and process to be used by the National Spent Nuclear Fuel Program (NSNFP) for preparing and revising the Quality Assurance Program Plan (QAPP) and Quality Assurance Requirements and Description (QARD) Requirements Matrix.


II. SUMMARY

This procedure describes the initiating conditions that cause the creation of a QAPP and Matrix or changes, demonstrates format, addresses criteria to guide the development of content in common with criteria to be used by formal reviewers, and establishes review and approval authority for the QAPP and QARD Requirements Matrix.

III. PROCEDURE

A. Initiating a Quality Assurance Program Plan or Revisions

- | | | |
|----------------------|----|--|
| NSNFP PSO
Manager | 1. | Initiate a QAPP as directed by the Manager, NSNFP. |
| NSNFP QE | 2. | Prepare a QAPP revision when: <ul style="list-style-type: none"> a. QARD revisions affect the adequacy of the plan. b. The NSNFP Program Management Plan introduces changes in mission or objectives that affect the adequacy of the QAPP. c. Directed by the Manager, NSNFP or NSFNP Quality Assurance Program Manager (QAPM). |
| | 3. | Concurrent with the initiation of a QAPP or revision, prepare a NSNFP QARD Requirements Matrix or change. |
| | 4. | Initiate QARD Requirements Matrix changes to reflect: <ul style="list-style-type: none"> a. QARD revisions or changes b. NSNFP Quality Assurance Program Plan revisions c. NSFNP implementing procedures are added, cancelled, or revised. |

	PREPARING THE NSNFP QUALITY ASSURANCE PROGRAM PLAN AND QARD REQUIREMENTS MATRIX	Doc. No.: PMP 2.07 Revision: 0 Eff. Date: 01/15/2002 Page: 2 of 6 DAR No.: NSNF-364
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B. Developing and Formatting a NSNFP QAPP and a NSNFP QARD Requirements Matrix or Change

- | | |
|-----------------------------|---|
| NSNFP
Technical
Staff | <ol style="list-style-type: none"> 1. Coordinate with the NSNFP Document Control Center (DCC) to select a QAPP or a QARD Requirements Matrix number. 2. During development, annotate a new document or documents undergoing change with the word “Draft” after the revision number. At the discretion of the preparer, mark variations of the draft during development Draft A, Draft B, etc. 3. Place change bars in the right-hand column of the documents to signify modified text areas from one revision to the next. 4. Use Attachment A, NSNFP Quality Assurance Program Plan Development and Review Criteria, to form the content of a NSNFP QAPP or revision. 5. Use Attachment B, NSNFP QARD Requirements Matrix Development and Review Criteria, to form the content of the matrix or change. |
|-----------------------------|---|

C. Review and Approval of the NSNFP QAPP and QARD Requirements Matrix or Changes

- | | |
|---------------|--|
| QASM/QAS | <ol style="list-style-type: none"> 1. Submit the completed draft QAPP and QARD Requirements Matrix for review and subsequent approval according to NSNFP Program Management Procedure (PMP) 6.01. |
| NSNFP
QAPM | <ol style="list-style-type: none"> 2. Issue NSNFP correspondence to forward the approved NSNFP QARD Requirements Matrix or approved changes to the Director, OCRWM Office of Quality Assurance. |

IV. REFERENCES

- A. Office of Civilian Radioactive Waste Management, Quality Assurance Requirements and Description, DOE/RW/-0333P


V. DEFINITIONS

Terms appearing in italics followed by the notation “see glossary” are defined in the NSNFP Documents Manual Introduction and Glossary.

VI. ATTACHMENTS

Attachment A, NSNFP Quality Assurance Program Plan Development and Review Criteria

Attachment B, NSNFP QARD Requirements Matrix Development and Review Criteria

	PREPARING THE NSNFP QUALITY ASSURANCE PROGRAM PLAN AND QARD REQUIREMENTS MATRIX	Doc. No.: PMP 2.07 Revision: 0 Eff. Date: 01/15/2002 Page: 3 of 6 DAR No.: NSNF-364
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VII. RECORDS


The following records that are generated as a result of this procedure require retention in accordance with the identified classification and Program Management Procedure 17.01.

Lifetime

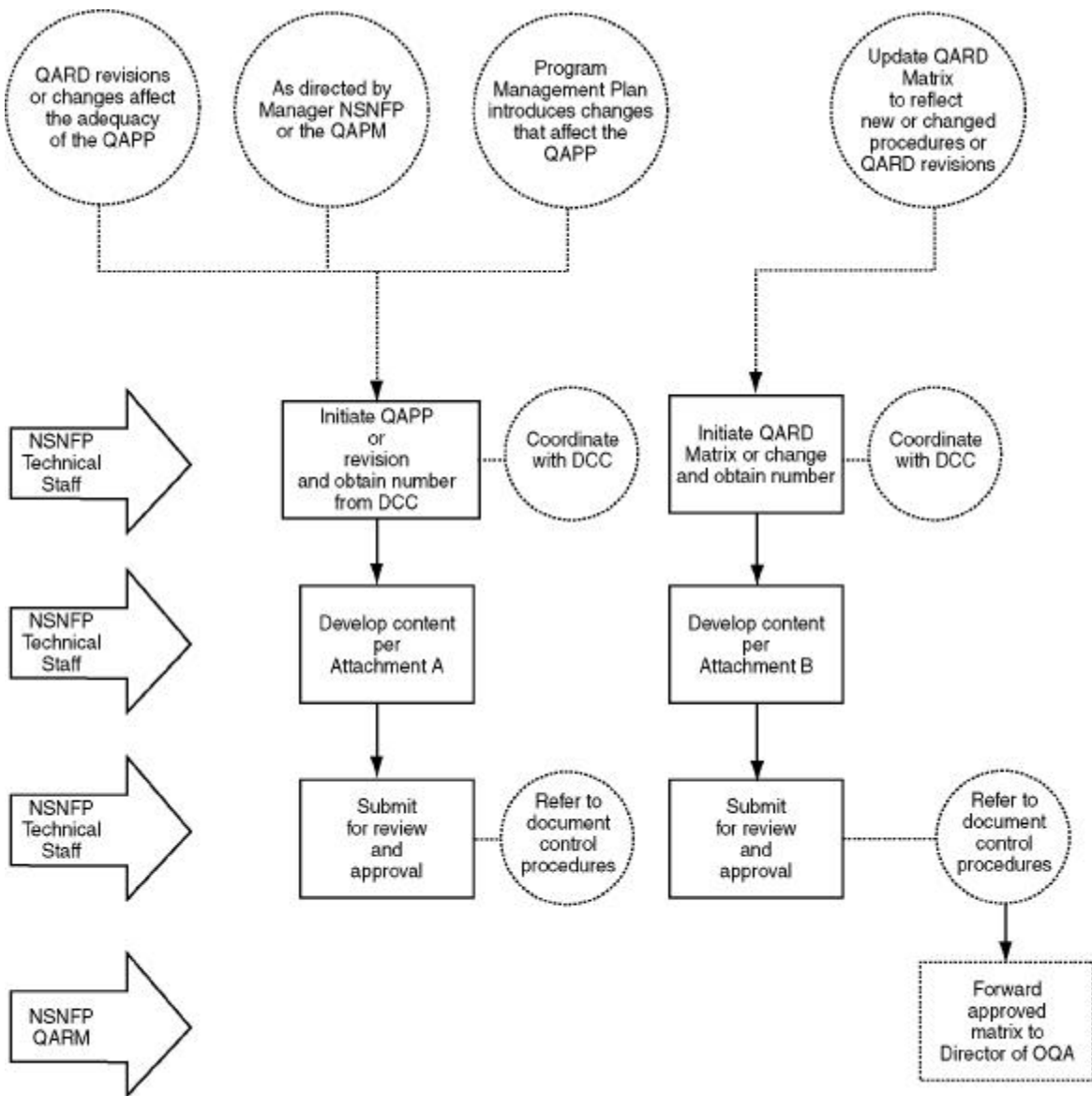
- A. Approved NSNFP Quality Assurance Program Plans
- B. Approved NSNFP QARD Requirements Matrices


Nonpermanent

- A. NSNFP correspondence forwarding the approved NSNFP QARD Requirements Matrix or approved changes to the Director, OCRWM Office of Quality Assurance

	PREPARING THE NSNFP QUALITY ASSURANCE PROGRAM PLAN AND QARD REQUIREMENTS MATRIX	Doc. No.: PMP 2.07 Revision: 0 Eff. Date: 01/15/2002 Page: 4 of 6 DAR No.: NSNF-364
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VIII. PROCEDURE FLOW DIAGRAM




	PREPARING THE NSNFP QUALITY ASSURANCE PROGRAM PLAN AND QARD REQUIREMENTS MATRIX	Doc. No.: PMP 2.07 Revision: 0 Eff. Date: 01/15/2002 Page: 5 of 6 DAR No.: NSNF-364
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Attachment A

NSNFP Quality Assurance Program Plan Development and Review Criteria

The following criteria apply to the development and review of a Quality Assurance Program Plan (QAPP).

- A. The submittal, concurrence, and approval authority is consistent with this procedure.
- B. The plan is consistent with the mission, objectives, scope, and activities of the NSNFP as described by the NSNFP Program Management Plan.
- C. The QAPP is consistent with the organization, program strategy, and responsibilities for those managing the NSNFP as described by the NSNFP Program Management Plan.
- D. The Quality Program management responsibilities are described.
- E. The NSNFP external interfaces are described.
- F. The plan addresses the following as applicable:
 - 1. Introduction
 - a. Purpose of the NSNFP QAPP
 - 2. External Interfaces
 - 3. Organization? General
 - a. DOE NSNFP Program Management
 - b. DOE NSNFP Quality Assurance Program Management
 - 4. QA Program Documents
 - 5. Work Planning
 - 6. Training and Qualification
 - 7. Design Interface
 - 8. Managing Procurement Activities
 - 9. Development and Control of Implementing Documents
 - 10. Test Control
 - 11. Corrective Action
 - 12. Records Management
 - 13. Assessments/Audits
 - 14. Software Control
 - 15. Scientific Investigation
 - 16. Control of the Electronic Management of Data
 - 17. Storage and Transportation
 - 18. Other applicable topics.

	PREPARING THE NSNFP QUALITY ASSURANCE PROGRAM PLAN AND QARD REQUIREMENTS MATRIX	Doc. No.: PMP 2.07 Revision: 0 Eff. Date: 01/15/2002 Page: 6 of 6 DAR No.: NSNF-364
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Attachment B

NSNFP QARD Requirements Matrix Development and Review Criteria

The layout of the matrix is consistent with Table B-1.

Table B-1. Example of matrix columns listing procedures incumbent upon each internal organization, i.e., DOE NSNFP Management, NSNFP Program Support Organization, and the NSNFP QAS Organization.

QARD Rev 10 Section No.	DOE NSNFP Management	NSNFP Program Support Organization	NSNFP QAS Organization	Exceptions/ Justifications or Comments
2	PMP 2.07	Refer to PMP 2.07	Refer to PMP 2.07	
3	NA	PSO 3.01	NA	
18	Refer to QAS 18.01	NA	QAS 18.01	

- A. The current revision of the QARD is referenced in the left-hand column of the matrix
- B. The matrix addresses each QARD section, supplement, and appendix in the left-hand column.
- C. The matrix addresses each internal organization within NSNFP that performs quality-affecting work.
- D. The effective date of the matrix is consistent with the anticipated schedule of work.
- E. The selection of QARD sections for implementation is complete and appropriate to the missions, strategy, and activities of NSNFP.
- F. The current NSNFP implementing procedures are listed for those QARD sections that are considered applicable to the mission, strategy and activities of NSNFP.
- G. By direct entry or by reference within a column of the matrix, the implementing procedures listed for each internal NSNFP organization are compatible with the roles and responsibilities assigned to that organization.
- H. Justifications are provided for those sections of the QARD that are indicated as not applicable, i.e., not applicable to the NSNFP Scope of Work.